

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	City Surveyor	<u>Revision Date:</u>	08/06
			<u>EEO Function:</u>	Streets/Hiways
			<u>EEO Category:</u>	Technician
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30513

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Engineer, conducts all surveying of city projects and property; reviews and certifies city annexations, plats, and legal descriptions according to law and city policy; performs engineering support duties.

III. Essential Duties:

- Plan and conduct all survey activities for the City, review to ensure legal process is followed, make computations and keep records.
- Review surveys prepared by contractors for subdivisions and public property.
- Determine property lines for subdivisions and public property.
- Prepare legal descriptions for acquisitions or annexations of property.
- Prepare master plans for horizontal monument and vertical benchmark control systems and supervise the activities of staff performing this work.
- Recommend and implement operating procedures and survey standards.
- Coordinate projects with city engineering, other city departments, other governmental agencies and private contractors.
- Perform stakeouts for utility construction.
- Research property ownership.
- Design small capital improvement projects.
- Survey, design, and layout individual projects.
- Perform some engineering and drafting functions for engineers.

IV. Marginal Duties

- Respond to public inquiries, complaints, and requests.
- Perform other duties as assigned.

V. Qualifications:

Education: Two years college training, preferably in math or a related discipline.

Experience: Five years experience as a surveyor; may substitute additional experience for education; must be a registered Land Surveyor in the State of Utah.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Certificates/Licenses: Valid Utah Driver's License required.

Knowledge of: Modern techniques, technology, equipment, and computerized systems used in surveying; design, drafting, public works projects, storm sewers and construction in general.

Responsibility for: Proper examination and measurement regarding property lines; moderate responsibility for

the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of other individuals.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with developers.

Tool, Machine, Equipment Operation: Frequent use a telephone, computer, and various types of survey equipment.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance assigned duties; establish meaningful goals and priorities; prepare and present complex reports in written and verbal form and effectively communicate these ideas to subordinates, co-workers, supervisors, contractors, and the general public.

VI. Working Conditions:

Great mental effort is required daily; moderate exposure to stress working with developers, deadlines and night meetings; occasional field work and exposure to traffic and construction site hazards, dust, and noise; moderate physical activity; required to push, pull, or lift up to 50 lbs; frequent stooping, crouching and bending; frequent exposure to street traffic in using and maintaining reference monuments.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior